

Eastern ROP 8: Hours of Work and Alternate Work Schedules	Page 1 of 1
<div>Division of Forensic Science</div> <div>Eastern Laboratory's Regional Operating Procedures</div>	Amendment Designator: 0
	Effective Date: 8 Apr 2003
<div>ROP 8: Hours of Work and Alternate Work Schedules</div> <div> <p>1 Purpose</p> <p>This ROP documents the application of the applicable policies related to hours of work and alternate work schedules for the Eastern Laboratory.</p> <p>2 Reference</p> <p>2.1 DHRM Policy 1.25, Hours of Work</p> <p>2.2 DCJS Policy 14, Hours of Work and Alternate Work Schedules</p> <p>2.3 DFS Safety Manual, "Working Alone"</p> <p>3 Work Schedules</p> <p>3.1 The standard work schedule is from 8:00 am to 5:00 pm, Monday through Friday.</p> <p>3.2 Work schedule start time will be on the hour or half hour, e.g., 7:00 am, 7:30 am, 8:00 am, etc.</p> <p>3.3 Employees may request their work schedules according to the following defined options:</p> <p>Schedule A: Five 8's</p> <p>Schedule B: Four 9's and one 4</p> <p>Schedule C: Four 9's and one 8 / four 9's and 8 off (2 week cycle) (exempt employees only)</p> <p>Schedule D: Four 10's</p> <p>3.4 Supervisors and evidence specialists may elect either Schedule A or Schedule B.</p> <p>3.5 Established schedules will have no more than one-third of all section personnel off on the same day/hour. Single person sections are excluded from this requirement.</p> <p>4 Lunch Periods and Breaks</p> <p>4.1 The lunch period (meal break) will be 30 minutes or 60 minutes, taken between the hours of 11:00 am and 2:00 pm. Once an option is selected, it cannot be changed without filing a new schedule request.</p> <p>4.2 All employees' work duties allow flexibility for breaks for personal needs. Therefore, 15-minute breaks are not applicable.</p> <p>5 Responsibilities</p> <p>Supervisors will ensure the following:</p> <p>5.1 That the "working alone" policy is adhered to when recommending work schedules.</p> <p>5.2 That section members adhere to these guidelines and their approved work schedules.</p> <p style="text-align: right;">◆ End</p> </div>	